



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4712
<http://www.usuhs.mil>



PPM-003-2010
OCT 20 2010

SUBJECT: USUHS Video Tele-Conference (VTC) Use Policy

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Reference: (1) Video Tele-Conference Security Technical Implementation Guide, Defense Information Systems Agency (DISA), 8 Jan 2008.
(2) DoDD 8500.1, Information Assurance

Background: Video Tele-Conferencing is an interactive tool that combines the use of video, computing, and communications technologies to allow people in different locations to meet face-to-face to conduct a conference in real-time.

Purpose: To establish policies and procedures regarding the operation and maintenance of the video tele-conference capabilities at the Uniformed Services University of the Health Sciences.

Policy: The Telecommunications Division, Network Operations and Communications (NOC) is responsible for establishing and managing all VTC services and equipment throughout the university. This Presidential Policy Memorandum (PPM) is amplified as follows:

1. The NOC VTC Coordinator shall exercise centralized management control over all VTC rooms and systems to ensure smooth scheduling of all VTC sessions.
2. All purchases, to include, any hardware, software, services and contracts for VTC use shall be coordinated through the NOC. Purchase requests will be reviewed and approved by the NOC to ensure requested network devices are configured in compliance with DoD-approved Information Assurance guidelines. Purchase requests shall be submitted to the VTC Coordinator, Mr. David Lyons, vtc@usuhs.mil for coordination.
3. Requests for VTC sessions shall be submitted via e-mail to the VTC Coordinator (vtc@usuhs.mil) 10 working days in advance to allow for room scheduling and testing of VTC systems.
4. Individual departments shall not be authorized to upgrade, purchase, or modify any VTC system without prior approval from the VTC Coordinator to ensure system interoperability and standardization.
5. The VTC Coordinator is responsible for all upgrades and technical updates as required.

6. Department Heads/Chairs who have VTC systems installed within their area of responsibility retain control of their spaces. In the event that a VTC session needs to be conducted within a department's spaces due to overflow, the VTC Coordinator will coordinate with the respective Department Head/Chair to utilize the VTC system and room.

Effective Date: This PPM is effective 1 October 2010.

A handwritten signature in black ink, appearing to read "Charles L. Rice". The signature is stylized with a large, looped "C" and a distinct "R".

Charles L. Rice, M.D
President